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ABSTRACT

The three goals of the Federal Library Committee are to: (1) achieve better utilization of library resources and facilities; (2) provide more effective planning, development and operation of Federal libraries and (3) promote an optimum exchange of experience, skills and resources. During fiscal year 1970, emphasis of secretariat efforts was placed upon nine priority categories; (1) conference, (2) community relationships, (3) consulting service, (4) research, (5) statistics, (6) networking, (7) Federal resources, (8) publications and (9) international activity. Work group efforts focused on: (1) census, (2) acquisitions, (3) automation, (4) education, (5) interlibrary loan, (6) physical facilities, (7) procurement and (8) public relations. Brief progress reports for each of these categories is given in this annual report. A list of research projects including their title, funding source and cost is included. (NH)

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FEDERAL LIBRARY COMMITTEE

LIBRARY OF CONGRESS
WASHINGTON, D. C. 20540

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ANNUAL REPORT

FISCAL YEAR 1970

LY 001 898

Frank Kurt Cylke

Frank Kurt Cylke
Executive Secretary

July 13, 1970

PERMANENT MEMBERSHIP—Library of Congress (Librarian of Congress, Chairman), National Agricultural Library, National Library of Medicine, Department of State, Department of the Treasury, Department of Defense, Department of Justice, Post Office Department, Department of the Interior, Department of Commerce, Department of Labor, Department of Health, Education, and Welfare, Department of Housing and Urban Development, Department of Transportation.

ROTATING MEMBERSHIP, 1969–71—Atomic Energy Commission, National Aeronautics and Space Administration, National Science Foundation, Smithsonian Institution, Supreme Court of the United States, Veterans Administration.

OBSERVERS—Bureau of the Budget and Office of Science and Technology of the Executive Office of the President, Library of Congress, Division of Library Services of the Office of Education of the Department of Health, Education, and Welfare.

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FEDERAL LIBRARY COMMITTEE

ANNUAL REPORT

FISCAL YEAR 1970

BACKGROUND

The Federal Library Committee was established in 1965 by the Library of Congress and the Bureau of the Budget for the purpose of concentrating the intellectual resources present in the Federal library and library related information community:

> To achieve better utilization of library resources and facilities.
>
> To provide more effective planning, development, and operation of Federal libraries.
>
> To promote an optimum exchange of experience, skill, and resources.

Membership on the Committee is comprised of representatives of the three National Libraries, and all the Cabinet agencies. Six independent agencies are elected every two years. In addition, there are five official observers. Guest observers are appointed from time to time.

To achieve the three noted goals a Federal Library Committee Secretariat was established and a Task Force/Sub-Committee/Work Group operating method selected for implementation. Emphasis was placed upon the acquisition of R&D grant and contract funds. Work, for the most

part, was pursued by the Secretariat, by independent individuals, and by firms under the direction of specific work groups.

Secretariat efforts and the work groups were organized to conform to the six authorized functional approaches:

To consider policies and problems relating to Federal libraries

To evaluate existing Federal library programs and resources.

To determine priorities among library issues requiring attention.

To examine the organization and policies for acquiring, preserving, and making information available.

To study the need for and potential of technological innovation in library practices.

To study library budgeting and staffing problems, including the recruiting, education, training, and remuneration of librarians.

Initial funding support was received in the form of a grant of $87,650 from the Council on Library Resources.

WORK PROGRAM

On January 5, 1970, Frank Kurt Cylke reported as Executive Secretary Designate of the Federal Library Committee. At the end of one month, upon the retirement of Paul Howard, Mr. Cylke became Executive Secretary.

A review of past, ongoing, and proposed activity was initiated. Resulting action included a restructuring of work groups, the implementation of new programs, and the establishment of an Executive Advisory Committee.

Established programs, such as the FLC Newsletter and vacancy roster distribution, were continued.

In an attempt to build a broad participatory base, the Executive Advisory Committee was charged with responsibility to develop policy recommendations in all areas of program planning and the acquisition and allocation of fiscal resources. It will offer policy guidance and counsel to the Chairman and Executive Secretary of the Federal Library Committee. Membership will total seven, with four individuals serving one-year terms and three holding two-year appointments. John Sherrod, Director, National Agricultural Library, will serve as chairman for a term extending through June, 1971. The group met for the first time in May, 1970, and has established a monthly meeting schedule.

SECRETARIAT EFFORTS

During fiscal year 1970, emphasis was placed upon nine priority categories, as identified by the Chairman, the Executive Secretary, and the Committee as a whole. New programs, completed projects, and major developments are noted in following paragraphs. Continuing efforts pertinent to emerging plans are also described.

Conferences

Conferences with themes pertinent to Federal library needs were scheduled. On March 26-27, 1970, a Federal Information Resources Conference was co-sponsored with the Committee on Scientific and Technical Information (COSATI) Task Group on Library Programs. The

invitational conference was aimed at improving communication and cooperation among Federal agencies and research libraries. It was intended to identify, clarify, and emphasize specific issues which require attention in order to improve effective flow of technical information. Research librarians, state librarians, directors of research programs and other key information science personnel considered the pertinent ramifications of the problems existing between Federal agencies and the research communities. They recommended specific actions necessary to resolve existing problems.

A second conference, co-sponsored by the Association of Research Libraries, the COSATI Task Group on Library Programs and the Federal Library Committee is scheduled for November, 1971.

Participation in the American Society for Information Science Innovation in Communications Conference, April 9-10, 1970, permitted the exposure of Federal Library Committee automation plans to the information community.

Community Relationships

Relationships were established with six library organizations. Three library associations were extended Federal Library Committee guest observer status: the American Library Association, the Association of Research Libraries, and the Special Libraries Association. The Executive Secretary joined the Association of Cooperative Library Organizations and was elected Chairman of the Librarians' Technical Committee, Metropolitan Washington Council of Governments. In addition, COSATI observer status was offered the

Executive Secretary. This formal relationship with the Federal scientific and technical community makes possible a meaningful exchange of views and a mutual awareness of sensitive program areas.

Consulting Service

A Federal Library Advisory Service (FLAS) was developed to provide necessary one-time, no-cost, impartial library overviews. A call for participation in FLAS planning efforts was announced in the May 1970 FLC Newsletter. Response resulted in the establishment of an advisory group consisting of U.S. Office of Education, U.S. Department of Labor, and Federal Library Committee representatives. Consultants currently number five. Requests for assistance for the period June 1 - June 30, 1970, totaled five.

Research

Coordination of Federal library/information sciences research funding activities was undertaken at the suggestion of the Federal Library Committee. As a first step, the Indiana University Research Center for Library and Information Science (RCLIS) has been awarded an $83,843 contract by the U.S. Army, Office Chief of Engineers, TISA Project, to "prepare a state-of-the-art study which will identify all current Federal library research and evaluate it as to its objectives." The study's purview includes information centers and information analysis centers as well as libraries.

In order to provide technical guidance for this project, an Advisory Committee has been established with members selected and

appointed by the Office Chief of Engineers, in consultation with RCLIS and the Federal Library Committee. The Committee is limited to nine members. Its members are individuals knowledgeable in one or more aspects of the contemporary activities in library and information science. It is anticipated that the Advisory Committee will serve as an information transfer agent which will provide an informal coordinating capability between principal research funding sources.

Statistics

The National Plan for Federal Library Statistics, designed by the Sub-Committee on Statistical Programs and the Executive Secretary, was cleared by the Office of Management and Budget on June 26, 1970. The Plan will be tested during fiscal year 1971, and formally implemented during fiscal year 1972. It will allow:

> The development of factual data for use in planning and administering individual Federal library programs.
>
> The provision of data necessary for overall planning by Federal agencies or interagency bodies.
>
> The provision of data compatible with that collected from libraries from outside the Government so that overall figures on the status and development of library service in the United States may be compiled.
>
> The provision of data about Federal libraries which professional organizations and individual researchers may use when conducting library studies so that Federal libraries will be considered in their conslusions and recommendations.

Networking

Networking implications for Federal library interests were observed to the point of reporting pertinent activity to the membership.

Federal Library Committee representation at the American Library Association, U.S. Office of Education Conference on Interlibrary Communications and Information Networks has been ensured. The Federal Library Committee holds membership on the Advisory Board. Close attention is being given the System Development Corporation study of 120 library consortia.

Federal Resources

Mechanisms were developed to assist library and information center users through the maze of Federal resources. On the recommendation of the Federal Library Committee, a project to develop a research design for a comprehensive study of the use, bibliographic control, and distribution of U.S. Federal, State, and local Government publications was funded by the U.S. Office of Education at a $6,704 level. The study is being pursued by the Indiana University Foundation.

The design will recommend methods and techniques most appropriate to: the study of the present practices; the evaluation of their effectiveness; and making recommendations for improvement. The work will facilitate the availability to scholars and the general public of a large amount of important but hidden or little known learning resources and more efficient bibliographic control of research material contained in Government documents. It is anticipated that the final design will be available following completion of the project on July 30, 1970.

The communication film package designed by Battelle Memorial

Institute to promote increased usage and more sophistication in the use of Federal information resources was completed in June. A premier showing is scheduled for July, 1970. Wide promotion by the Federal Library Committee and other groups is anticipated.

The ninth "Orientation for Federal Librarians" was co-sponsored with the Library of Congress Training Office. The seminar was designed to acquaint other Federal librarians with the various functions, facilities, and services of the Library of Congress, by means of lectures, discussions, and site tours, to obtain a better coordination and use of Federal library facilities and services.

Publications

A publishing program was designed. On March 12, 1970, an award was received from the ERIC Clearinghouse for Library and Information Sciences (CLIS) to publish 4,200 copies of a revised and updated Roster of Federal Libraries, and 4,000 copies of Research Resources of Federal Libraries. On April 15, 1970, ERIC/CLIS authorized the publication of 5,000 copies of Research Design: Library Cooperation Planning and Action in the Washington D.C. Metropolitan Area. September 1970 release dates are anticipated.

Three articles were written for publication in the October 1970 Federal library issue of the Drexel Library Quarterly: "FLC Activities;" "Funding Library Research in the Federal Government;" "Federal Library Outreach." All other articles are being written by Federal librarians or those pursuing work on contracts of interest to the Federal library community. The issue itself is being edited by the

former Executive Secretary of the Federal Library Committee.

The Librarians' Technical Committee, Metropolitan Washington Council of Governments, The District of Columbia Library Association, the Washington Chapter of the Special Libraries Association, and the Federal Library Committee have agreed to co-sponsor a revised edition of Library and Reference Facilities in the Area of the District of Columbia. Financial support has been identified and a tentative publication date of February, 1971, established.

International

International activity included the dissemination of appropriate descriptive and organizational information to governmental authorities in Canada and in Great Britain. Information was supplied to the point of assisting coordination of federal library activities.

WORK GROUP EFFORTS

All task force, sub-committee, and work group activities were examined and appraised for pertinency and worth. With the exception of the Program, Planning, and Budgeting Sub-Committee, which was dissolved to permit formation of the Executive Advisory Committee, all 10 groups were continued, activitated, and expanded. One new work group was established. Examples of significant work efforts are:

Census

A Federal Libraries Census Work Group was established to serve

as a clearinghouse for questions and suggestions concerning the 1970 Census of Population and Housing. Work group members will assist Federal librarians in their understanding and use of the various forms in which the data will be released.

The Bureau of the Census will have data available in the following forms: printed reports; microfiche of the final reports; magnetic computer tapes; and microfilm from the tapes.

The first preliminary reports were issued in May, and publication of the advance and final reports will be started later this summer. Microfiche will be available shortly after each final report is printed in paperbound form. The first computer tapes will be ready in August.

Acquisitions

The Task Force on Acquisition of Library Materials and Correlation of Federal Library Resources undertook final review of the Study of Resources and Major Subject Holdings Available in U.S. Federal Libraries, conducted by the Biological Sciences Communication Project of George Washington University, prior to September 1970 publication and distribution of the report.

Automation

Mrs. Madeline Henderson of the Center for Computer Sciences and Technology, National Bureau of Standards, was appointed Chairman of the Task Force on Automation of Library Operations. She replaced Paul L. Berry, Director, Reference Department, Library of Congress.

Mrs. Henderson has received a commitment to permit the

devotion of up to one-half of her working hours to work group activity. Further, the National Bureau of Standards also indicated a willingness to "consider participation in studies, experiments or demonstrations in the area of library automation, as specific opportunities might arise in the conduct of the Task Force's program."

System Development Corporation (SDC) was awarded a contract, May 11, 1970, in the amount of $119,300 by the U.S. Office of Education to pursue a project suggested by the Federal Library Committee. SDC will "Conduct an Analysis of Automated Federal Library Programs to the Purpose of Establishing Feasibility Criteria and as a Basis for Development of a Generalized Automated System Design." The ultimate goal of the study is to provide the framework for the rational exploitation of automation in individual Federal libraries, and, where possible, for the development of generalized and coordinated automated library systems.

Two major products will result from this work. The first is a handbook for Federal library administrators and systems analysts who have immediate, practical needs for guidelines and decision aids for analyzing, planning, implementing, managing, and evaluating automated library systems. The handbook will describe guidelines for the conduct of feasibility studies and will present resource material for systems analysis studies and for library automation projects. Flowcharts will be included for major library functions, and appendixes will present relevant, useful statistical data, as well as detailed case histories of the automation of library functions.

The second major product will be a comprehensive report

summarizing the study results as they relate to planning and developing generalized compatible automated systems for Federal libraries. This report will be based on the results of both a broad survey and a selective in-depth analysis and will be supplemented by an examination of development outside Federal libraries, Addressed to those responsible for planning at the agency and inter-agency levels, it will interpret findings, examine important issues such as cost and the potential for common development efforts, and recommend areas in which further study can provide the most productive impact.

Education

An Executive Workshop in Library Management and Information Services is being developed for use on a regional basis by the Task Force on Library Education. Workshop sessions will employ case history, panel discussion, lecture, and audio-visual techniques to the point of broadening participant background in the areas of manpower training, Federal library research resources, networking, research implications, Federal Library Committee activity, and evaluation control. The first workshop is tentatively scheduled for the fall of 1970.

Phase I of the Catholic University study designed to determine the skills and educational needs for work in Federal libraries and information centers was completed in February, 1970. The development of a curriculum for a program reaching beyond a Master's degree to the doctorate and post-doctorate levels is being pursued as a part of the Phase II work program.

Interlibrary Loan

Service policies of Federal libraries are being identified by the Task Force on Interlibrary Loan Arrangements for Federal Libraries. When the data has been accumulated and evaluated a Guide to Federal Library Service Postures will be issued.

Physical Facilities

A Request for Proposals (RFP) by the Office Chief of Engineers, U.S. Department of the Army, is outstanding. The study, when funded, will address the requirements for a comprehensive, objective, and integrated guide to design Federal library physical facilities. The RFP presents a research plan directed at development of three products: (1) an authoritative catalog of the present knowledge of library functions, elements, and techniques of design as they relate to library physical facilities, and (2) a manual for evaluating the performance of components of library facilities, and for generating specifications of requirements, and (3) a "guided inquiry" system for developing library building design programs. The proposals received present details of the tasks required to produce these results, of specific studies to be included in the work, of the time schedule and representative budget required.

Proposals were received in June, 1970. Contract negotiation is projected for the early fall of 1970.

Procurement

Salvatore L. Costabile, Deputy Chief, Technical Services Division, National Library of Medicine, was appointed Chairman of the

Task Force on Procurement Procedures in Federal Libraries. He replaced Samuel Lazerow, Chief, Serial Record Division, Library of Congress.

Plans call for Task Force representatives to appear before a Work Project Study Group of the recently established Commission on Government Procurement (Public Law 91-129) to recommend areas for review. It was suggested to the Chairman and Executive Secretary of the Commission that the unique nature of library materials have unique regulatory requirements.

Suggestions and other comments concerning the document Procurement of Library Materials in the Federal Government (FLC Publication No. 1) were requested from the Federal library and procurement communities. The Task Force on Procurement is currently reviewing the handbook before commissioning a comprehensive revision. All comments, corrections, and suggestions received will be considered by the review group prior to publication.

Public Relations

Four specific tasks have been identified for priority action by the Task Force on Public Relations.

Revision of the Civil Service Commission's library recruitment brochure will permit input from Federal Library Committee Task Force members. Written comments will be submitted concerning areas requiring attention and/or correction. Suggestions will be combined with those produced by the Task Force on Recruiting of Personnel in Federal Libraries and submitted to the Civil Service Commission for action.

A new style and format is being developed for the FLC Newsletter.

The FLC mailing list is being developed as a viable communication tool.

Model guidelines for the presentation of an appropriate Federal Library Committee image are being developed.

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RESEARCH PROJECTS

Funded

Title	Funding Source	Cost
Long Range Research Program Phase I Indiana University	USA/TISA	$ 83,843
A Research Design For A Comprehensive Study of the Use, Bibliographical Control, and Distribution of Government Publications Indiana University	USOE	$ 6,704
Library Cooperative Planning and Action in the Washington, D.C. Metropolitan Area (Publishing Phase)	ERIC/CLIS	$ 3,333
Roster of Federal Libraries, 1970 (Publishing Phase)	ERIC/CLIS	$ 3,147
A Study of Resources and Major Subject Holdings Available in U.S. Federal Libraries Maintaining Extensive or Unique Collections of Research Materials (Publishing Phase)	ERIC/CLIS	$ 16,000
Analysis of Automated Federal Library Programs to the Purpose of Establishing Feasibility Criteria System Development Corporation	USOE	$119,300
Post-Masters Education for Library and Information Center Personnel Phase II Catholic University	USOE	$ 69,740
	TOTAL	$302,067

Pending

Title	Funding Source	Cost
Research Study in the Area of Environmental Design, Physical Facilities and Equipment (Request for Proposals Issued)	USA/TISA	$100,000
A System for Reporting Significant Technological Developments Affecting Information Handling Systems (Under Negotiation)	USA/TISA	$ 90,000
	TOTAL	$190,000[1]

[1]Estimated

ERIC/CLIS = Educational Resources Information Center
Clearinghouse on Library and Information Sciences

USA/TISA = Department of the Army
Office Chief of Engineers
Technical Information Support Activities Project

USOE = U. S. Office of Education
Library and Information Sciences Research Program

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